



**CITY OF SUGAR LAND**  
Permits & Inspections Department

**SIGN PERMIT APPLICATION**

APPLICATION # \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_

TENANT NAME: \_\_\_\_\_

SIGN COMPANY NAME: \_\_\_\_\_ PHONE: (     ) \_\_\_\_\_

FAX: (     ) \_\_\_\_\_ CELL: (     ) \_\_\_\_\_ EMAIL: \_\_\_\_\_

ADDRESS

CITY/STATE

ZIP

This project \_\_\_\_\_ DOES or \_\_\_\_\_ DOES NOT lie within the authority of a HOA/POA

If it does, you must provide a copy of notification letter sent to the HOA/POA

If it does not, your signature below will certify that no HOA/POA authority exists on the property.

**3 SETS OF PLANS ARE REQUIRED**

**TYPE OF SIGN:**

☐ Monument/Free Standing Sign (One per application)

PAY BY ESCROW ACCOUNT ☐

☐ Wall Sign(s) (Can be combined for same address)

**SIGN VALUATION:** \$ \_\_\_\_\_

(Fee Schedule: Base Permit Fee \$30.00 plus \$16.00 for first \$1,000 of sign valuation & \$8.00 for each additional \$1,000)

☐ Wind Device/Banner(s) Permit Fee \$30.00

**Description:** \_\_\_\_\_

(Wind Device/Banner Permits Require: Applicants Driver License # \_\_\_\_\_ State Issued \_\_\_\_\_)

I hereby certify that I have read and examined this document and know the same to be true and correct. All provisions of laws and ordinances governing this type work will be compiled with whether specified herein or not. Granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

**FOR OFFICE USE ONLY**

**APPROVALS**

ZONING VARIFIED BY: \_\_\_\_\_ APPROVED FOR ISSUANCE BY: \_\_\_\_\_

**WALL OR MONUMENT SIGN CHECKLIST**

*PLEASE VERIFY THE FOLLOWING INFORMATION BY PLACING A CHECK MARK BY EACH ITEM.*

- 3 COPIES OF PLANS SUBMITTED \_\_\_\_\_
- APPLICATION IS CURRENT AND CONTAINS ALL CONTACT INFORMATION (FAX, EMAIL, PHONE, & INFORMATION PROVIDED IS LEGIBLE) \_\_\_\_\_

**WALL SIGN**

- Elevation of **building** that sign is being attached to \_\_\_\_\_
- Total height of **wall** that sign is being attached to \_\_\_\_\_
- Total height of **sign** \_\_\_\_\_

**MONUMENT SIGN**

- Site plan of survey showing exact location of sign on property
- Image of sign with sign dimensions

For office use

Processed by: \_\_\_\_\_ (Date) \_\_\_\_\_